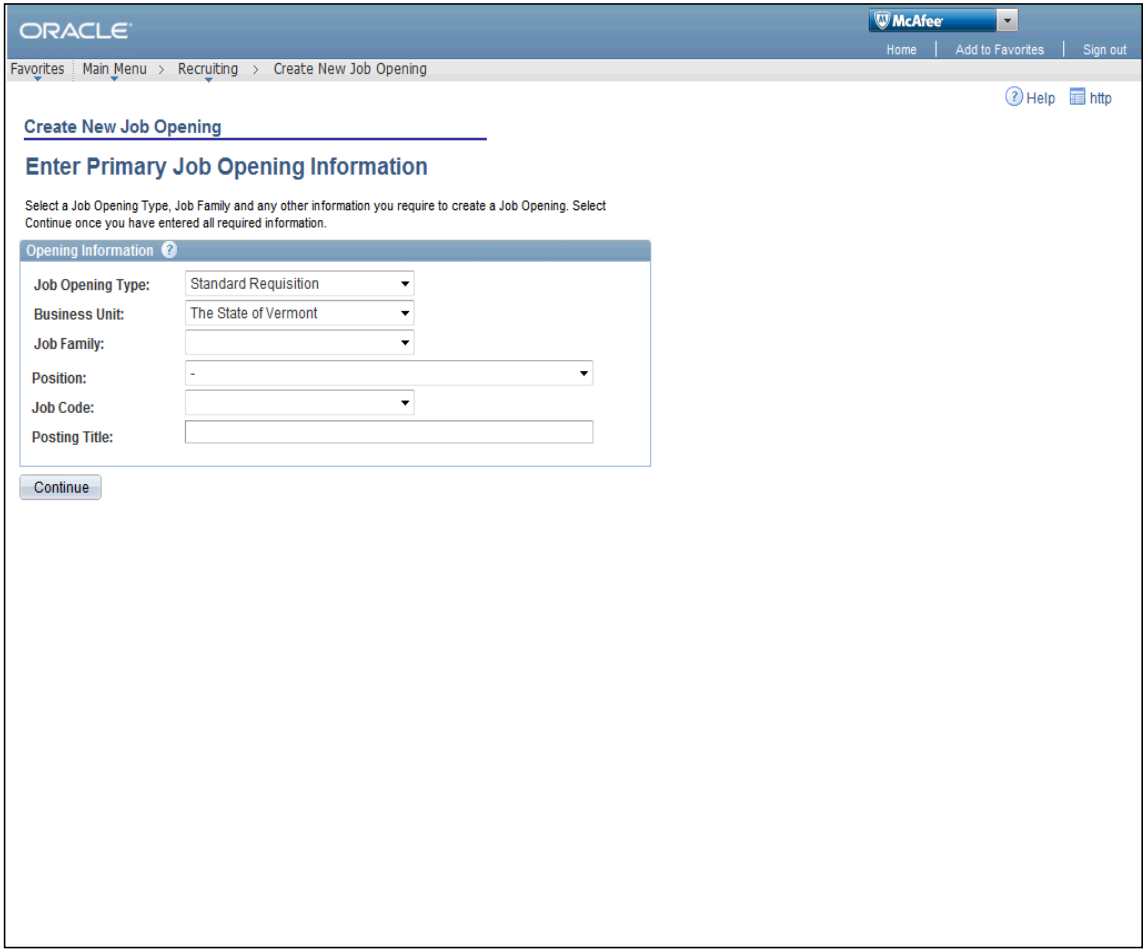
Create New Job Opening

Step	Action
1.	Begin by navigating to the **Create New Job Opening** page. Navigation: ***Main Menu → Recruiting → Create New Job Opening***
2.	The default Job Opening Type is **Standard Requisition**. You may select Continuous Job Opening if applicable and agreed upon with the Recruiter during Pre-Recruitment Planning.
3.	Select your **Business Unit** (Agency or Department) by clicking on the drop-down arrow. **Verify that this is correct – the Business Unit ensures that the approval process and position information are correct.**
4.	Select your **Job Family** by clicking on the drop-down arrow. The choices are: • Classified/Competitive • Internship • Non-Classified/Exempt • Temporary • Vermont State Police The Job Family choice determines the template of your job posting.
5.	Select the **Position** that will be filled. Verify that both the Title and Position Number are correct.
6.	The Job Code and Posting Title will populate from the Position information. Do not change unless you and the Recruiter have decided otherwise during Pre-Recruitment Planning. Click the **Continue** button. Continue



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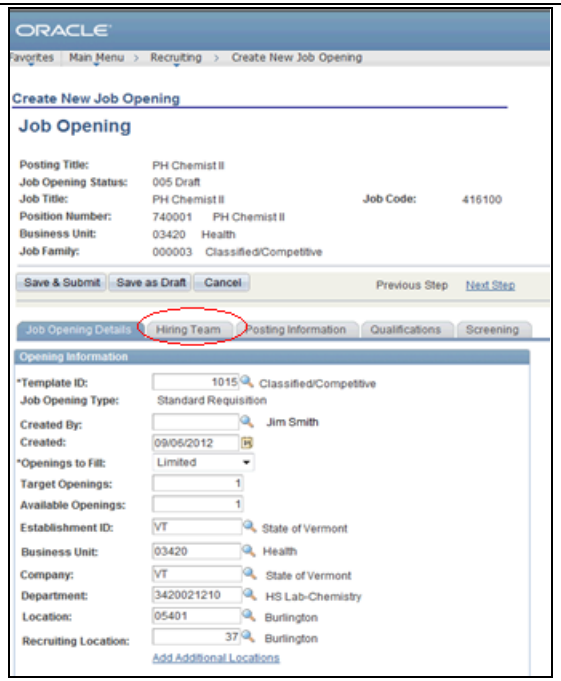
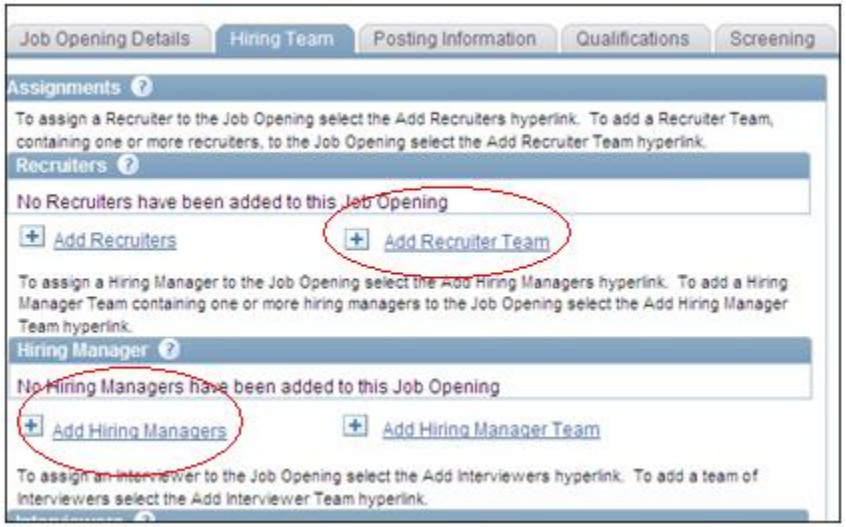
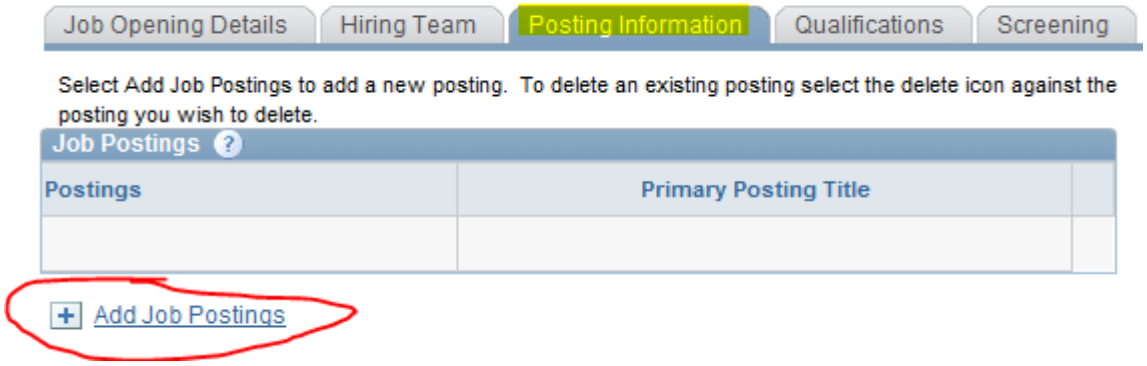
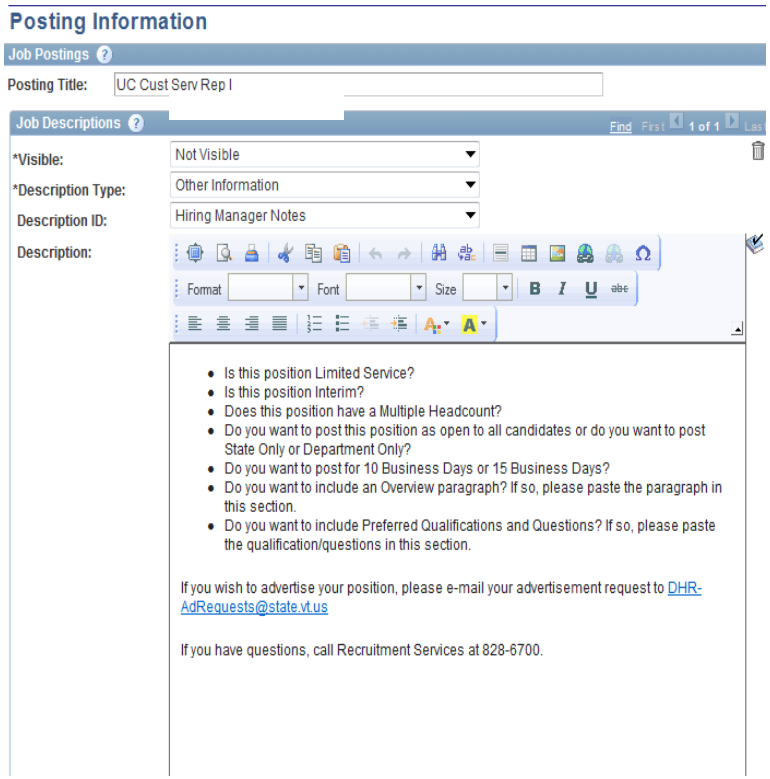
Step	Action	
7.	Review the Job Opening details. Use the vertical scrollbar to view the entire page. If any changes are needed, contact your HR Administrator. Do not submit the Job Opening until you are satisfied that the position information is correct. You can "Save as Draft" while any questions are under review.	
8.	Click the **Hiring Team** tab. Hiring Team	
9.	Click the **Add Recruiter Team** link. Add Recruiter Team Click the **Select** option. Click the **OK** button. OK Select the Primary Recruiter assigned to your Department.	
10.	Click the **Add Hiring Managers** link. Add Hiring Managers	
11.	Enter the name of the Hiring Manager or click on the magnifying glass to search. (The name format is first name then last name.) If a proxy is completing the Job Opening, enter the actual Hiring Manager's name here. Also on the Hiring Team tab, add your HR Administrator as an **Interested Party**.	

Step	Action	
12.	To enter additional information about the job posting, click on the **Posting Information** tab. Select "**Not Visible**", Description Type "**Other Information**" and Description ID "**Hiring Manager Notes**". In the text box include anything Field DHR or Recruitment needs to know, such as posting duration, shift information, limited service, and advertising preferences.	
13.	Click the **OK** button. OK	
14.	Click the **Save & Submit** button. Save & Submit	
15.	This concludes the **required steps** to Create a Job Opening. For additional information, see the Hiring Manager Manual.	